



Terms of Reference

The Lebanese Center for Human Rights

Social Worker

Background:

The Lebanese Center for Human Rights (CLDH) is a local non-profit, non-partisan Lebanese human rights organization based in Beirut. CLDH was created in 2006 by the Franco-Lebanese Movement SOLIDA (Support for Lebanese Detained Arbitrarily), which has been active since 1996 in the struggle against arbitrary detention, enforced disappearance and the impunity of those perpetrating gross human rights violations.

CLDH monitors the human rights situation in Lebanon, fights enforced disappearance, impunity, arbitrary detention and racism and rehabilitates the victims of torture. CLDH regularly organizes press conferences, workshops and advocacy meetings on human rights issues in Lebanon and collects, records and documents human rights abuses in reports and press releases.

CLDH team on the ground supports initiatives aimed at determining the fate of all missing persons in Lebanon.

CLDH regularly follows up on numerous cases of arbitrary detention and torture in Lebanon in coordination with Lebanese and international organizations, and with the United Nations Working Group on Arbitrary Detention WGAD and the UN Special Rapporteur on Torture.

CLDH currently has 4 offices: Dora, Bouchrieh, Bekaa & Tripoli.

Job Information:

Location: Dora Office

Department: Programs

Reports to: Center and Programs Coordinator

Supervisory responsibility: None

Job Category: Level C

Salary Range: 800 – 1200 USD

Job Posting period: From 18 March 2025 to 31 March 2025

Job Summary:

The social worker will be responsible for the application of the first intake assessment and identification of the possible beneficiaries in need of support. They will also be coordinating with the multidisciplinary team that offer the rehabilitation services to the beneficiaries, in addition to developing the rehabilitation plan and case management process afterwards. External referral and communication, prisons visits, and trainings and meetings attendance will be required from the social worker upon need.



The social worker will also be responsible of reporting their interventions and activities on the designated reporting platform of CLDH and will also be directly reporting to the Programs and Nassim Center Coordinator.

Duties and Responsibilities:

The **Social Worker** reports to the **Center & Programs Coordinator**. The duties and responsibilities are defined as per the following categories/tasks:

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Case Management and Support:

Identify potential cases through internal and external referrals, and visits to detention centers and prisons across BML.

Conduct thorough assessments and develop individualized case plans to address identified needs.

Provide psychosocial support to beneficiaries in detention centers and prisons, including counseling, crisis intervention, and information on available resources.

Screen potential beneficiaries through phone calls, referrals, and incoming visits.

Ensure the confidentiality of cases and inform appropriate team members of updates.

Engage in community outreach activities to raise awareness of the program and its services.

Conduct comprehensive follow-up, including phone calls, WhatsApp messages, home visits, and field visits.

Resettlement Programs and Complementary Pathways:

Identify highly vulnerable refugees in need of resettlement and assess their eligibility according to program criteria.

Conduct interviews to assess alignment with the criteria for referral to the United States Refugees Admission Program (USRAP).

Ensure follow-up with cases, including social support and interventions.

Coordinate with other team members, including the Senior Social Worker, Psychologists, General Practitioners, and Physiotherapists.

Conduct home visits and field visits when needed.



Organize and lead case discussion meetings.

Complete the referral form for USRAP with the support of the Senior Social Worker and the Programs Officer.

Refer beneficiaries to external actors and service providers as needed.

Interpret and assist with proofreading and validating completed forms.

Maintain accurate records and documentation of beneficiaries' files.

Refer beneficiaries to external actors and service providers as needed, using RIMS, the Interagency Referral Form, or the "self-referral" option.

General Duties and Representativity:

Participate in the CLDH's activities, such as events, retreats, trainings, and monthly staff meetings.

Attend and complete internal and external mandatory training sessions.

Report Human Rights violations to CLDH Communications and Advocacy team.

Attend cluster and working groups meetings, when required.

Experience and Qualifications:

- **Education:** University Degree in **Social Work** (Mandatory).
- **Work Experience:** Minimum 2 year of experience in similar position.
- **Technical Skills:** Good experience in applying assessments, identification of cases, and very good knowledge in case management. Experience in prison/detention center interventions is highly desirable.
- **Language:** Fluency in Arabic and English (oral and written) is required for this position. French is an asset.
- **Computer Skills:** Proficiency in Microsoft Office, Email, and communication tools, Virtual collaboration
- **Core Competencies:** Excellent Listening and communication skills and team player. Strong organization and time management skills. Proactive with Problem-solving skills.

Location:

The Social Worker is based at Nassim Center Beirut and, if needed, conducts prison visits in Beirut and Mount Lebanon areas. The Social Worker may also conduct home visits to beneficiaries, field visits, and visits to other CLDH offices when needed.

Additionally, the Social Worker is expected to be present in the work location but can choose the remote-work option one day per week with prior agreement with the supervisor. Additional remote working days can also be agreed upon based on workflow and activity implementation.

Application guidelines:

Please read carefully:

Interested individuals should:

1. Send their CV by email to recruitment@cldh-lebanon.org indicate in the subject line **"Social Worker"**, AND,
2. Fill the application form through the following link:
<https://forms.office.com/r/wwE7ETp3ML>

The deadline for receiving applications and CVs is 31 March 2025

Candidates who fail to send their CVs **AND** fill the application form will be disregarded.

E-mails with no subject lines will be disregarded.

The interview process will be ongoing and might end upon receiving a qualified candidate for the position.

Only shortlisted candidates will be contacted.

Applicants who have a personal relationship/association with a CLDH staff member are required to declare it in their application.